



Technology at  
Simmons

Media Services  
617-521-2765  
media@simmons.edu

## Event Media Request Form for Student Organizations

### Contact & Event Information

|                                 |                       |                   |
|---------------------------------|-----------------------|-------------------|
| Filled Out By (Media Staff):    | Student Organization: | Location:         |
| Requested By (Student Contact): | Date Ordered:         | Set Time          |
| Phone:                          | Date of Event:        | Event Start Time: |
| Email:                          | Event Title:          | End Time:         |

Please fill out the equipment section below. Indicate how many of each piece of equipment you need by putting the number in the space next to the item. Media Services will only provide equipment and support for student events for which the booking policy is followed and the authorized request submitted.

|   |  |  |
|---|--|--|
| <p><b>Audio</b></p> <p><input type="checkbox"/> Wired microphone* _____</p> <p><input type="checkbox"/> Wireless handheld microphone* _____</p> <p><input type="checkbox"/> Wireless lavalier microphone* _____</p> <p><input type="checkbox"/> Table microphone stand _____</p> <p><input type="checkbox"/> Tall microphone stand _____</p> <p><input type="checkbox"/> Podium stand (already ordered through Conferences)</p> <p><input type="checkbox"/> Boombox</p> <p><small>*Please note that these options are only available in particular rooms.</small></p> | <p><b>Computers</b></p> <p><input type="checkbox"/> PC laptop (VISTA)</p> <p><input type="checkbox"/> MAC laptop (OSX)</p> <p><input type="checkbox"/> Power Presenter Advancer</p> <p><b>Software</b></p> <p><input type="checkbox"/> Powerpoint</p> <p><input type="checkbox"/> Quicktime/Real Video</p> <p><input type="checkbox"/> Other _____</p> | <p><b>Video</b></p> <p><input type="checkbox"/> VCR/VHS</p> <p><input type="checkbox"/> DVD</p> <p><input type="checkbox"/> TV/VCR</p> <p><b>Projection</b></p> <p><input type="checkbox"/> Video data projector</p> <p><input type="checkbox"/> Overhead projector</p> <p><input type="checkbox"/> Slide projector</p> <p><input type="checkbox"/> Document projector</p> |
|---|--|--|

Special Instructions:

|  |
|--|
|  |
|  |

Media Services (Initial Meeting): \_\_\_\_\_

Date: \_\_\_\_\_

OSLA Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Media Services (received by): \_\_\_\_\_

Date: \_\_\_\_\_

ck: \_\_\_\_\_

# Event Booking Policy for Student Organizations

In an effort to provide the best and most consistent service to all student organizations, Media Services is implementing a new booking policy and form for student run events. In order to best serve you, please follow the process listed below.

## Process for making request:

- Student organization will designate 1 Student Media Contact (SMC) for the event. The SMC will take responsibility for making the equipment request, getting proper forms signed, and providing accurate information about equipment needs. The Student Media Contact or person designated by the SMC must attend the event and/or be present at the predetermined set/start time. Additions or changes to a request will only be accepted if made by the designated Media Services contact. Additions or changes to a request will only be accepted if made by the designated SMC.
- The SMC will make an appointment with a Media Services Event Coordinator no less than two weeks in advance of the event date. To set up an appointment call 617-521-2765 and ask to speak with the Media Event Coordinator on duty; or email [media@simmons.edu](mailto:media@simmons.edu) and enter in the subject field: "Student Event-Meeting Needed." In the body of the email, please include the date of the event and the best way to contact the SMC.
- During the appointment, the SMC and the Media Event Coordinator will fill out the media request form together. The SMC should come to the meeting with all pertinent information about the event (including date, start and end time, location, and all media equipment needed.)
- In order for Media Services to accept the completed request form, the form must include the signature of a staff member from Student Leadership & Activities (OSLA), and the form must be submitted no fewer than 7 business days (M-Thursday) before the event date (10 business days (M-Thursday) if the event is on a weekend or holiday. Please return the signed form to Media Services.
- The SMC will receive an email confirmation once Media Services enters the request into the booking system.
- If the event is cancelled or the event location changes, the SMC must notify Media Services at 617-521-2765 as soon as possible.